Slides: TSS MS Word.pptx

Resources:

TSS HO MS Word Ribbon and How To steps.docx

TSS HO Using gcf learn free videos and Word 2007.docx

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| S2 | What is Word   * Fully fledged powerful word processor * Word is part of MS Office ($130 - $500) * Word, Excel, Powerpoint, Outlook, One Note, Access, Publisher * MS Office in several versions * MS Office 365 – yearly subscription * Student and academic price ($100) * Older versions more than adequate for domestic needs |
| S3 | Free Alternatives to MS Office   * Kingsoft Office * Apache Open Office * Libre Office * Neo Office * Google Docs * MS Office Web Apps * Others |
| S4 | What we will do:   * Explore the Ribbon * Add practice text * Explore Right Click menus * Drag and Drop * Insert tables * Insert graphics |
| Demo the ribbon | Explain the ribbon:   * 2007, 2010, 2013 ribbons slightly different * Tabs eg File, Home etc = old Main Menus in earlier Word. * New tabs ‘magically’ appear – eg Table Tools if working in a table * Groupings, eg Font, paragraph = old sub menus * Arrows in right bottom corners give more group commands * Small down triangles give more options * Hover over a button for tag text * Quick Access Toolbar   **DO: Explore the tabs, arrows, down triangles, QAT** |
| Demo play text | **DO: Add practice text =RAND(4,5) then push Enter key**   * Important, no spaces and must have = sign and both brackets * 4 = no of paragraphs; 5 = no of sentences in each paragraph * Demo: Bold, Underline, text colour, size, font, bullets, show/hide   **DO: select text and apply bold & underline commands** |
| Drag & Drop | * Demo drag and drop. Drag from within the selected text   **DO: select text and drag and drop** |
| Right Click menu.  Use RC menu to alter the QAT | * Right Click menu gives a menu RELEVANT to what you have RC’d on * In the text, the RC menu also has a button bar   Demo Right Click:   * anywhere in text to get commands to change selected text * On a ribbon command or group to add to QA toolbar * On a quick access bar button to add/remove a command   **DO: RC on a command and add it to the QAT; RC it and remove it.** |
| Status Bar | * Explain * Left end page count, words, proofing * Right end has layout types and zoom bar   **DO: right clicking the status bar – you can add / delete icons** |
| Tables | * Insert a table * Enter text in cells. Demo use of Tab key to move to next cell * Move the table borders – note the mouse cursor shape   **DO: Insert a table 2 columns by 4 rows. Insert Tab, Table button** |
| Graphics | * Show gcf video Working With Shapes * Insert some clipart * Resize it * Rotate it   **DO: Insert some clipart – eg a frog, resize it** |
| Wrap Text | * Select the frog. Note Picture Tools tab appears   **DO: Select frog, Click Picture Tools, Format Tab, select Wrap Text, Square**   * Drag frog around. Note how text flows around it |
| Crop the graphic | **DO: Right Click the graphic. Note all the commands**   * Select the Crop tool. Note different handles. Drag in * Click anywhere to deselect crop   **DO: Select frog, Click Picture Tools, Format Tab, select Crop**  **Note the flat cropping handles. Drag them to crop** |
| S5 Summary | * Ribbon structure: tabs, groups, buttons * Corner arrows = more group commands; down arrows more button commands or options * New tabs and tab groups appear when a graphic is selected * The Quick Access Toolbar (QAT) is very useful for frequent tools * Right Click menu gives commands relevant to what you have right clicked on * We have only scratched the surface of MS Word * Where to learn more – [www.gcflearnfree.org](http://www.gcflearnfree.org) |